

**SELF-SERVICE CENTER
PROCEDURES:
HOW TO FILE A RESPONSE WITH THE COURT**

STEP 1: Complete the *'Family Court / Sensitive Data Coversheet With Children'*
(Do NOT copy this document or serve it to the other party).

STEP 2: Make 2 copies of the *"Response"* after you have filled it out.

STEP 3: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

- | | |
|---|--|
| <p>SET 1 - ORIGINALS FOR CLERK OF COURT:</p> <ul style="list-style-type: none">• <i>"Family Court / Sensitive Data Coversheet With Children"</i>• <i>"Response"</i> | <p>SET 2 - COPIES FOR SPOUSE:</p> <ul style="list-style-type: none">• <i>"Response"</i> |
| <p>• SET 3 – COPIES FOR YOU: <i>"Response"</i></p> | |

STEP 4: **FILE THE PAPERS AT THE COURT: GO TO THE COURT FILING COUNTER TO FILE YOUR PAPERS:** The court is open from 8 a.m.-5 p.m., Monday-Friday. You should go to the court at least **two hours** before it closes. You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Clerk of Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

The Clerk of the Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website at: <http://www.clerkofcourt.maricopa.gov/>.

If this is the first time one of the parties or his or her attorney has "appeared", that is, filed papers in this case, an **"appearance fee"** (also known as a "response" or "answer" fee) *will be due from that party* at the time of filing.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with along with the filing fee.

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- Your set of copies
- Your spouse's set of copies

STEP 5: Keep one copy for yourself, and mail or hand-deliver the other copy to the other person (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address will be on the Petition in the upper left hand corner.)

STEP 6: **What will happen next:** You will receive notice to attend either a hearing or a conference.